

EDITED TASK LISTING

CLASS: Assistant Correctional Food Manager (DOC)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Oversee the maintenance of culinary equipment in all food service work areas (e.g., sinks, steam kettles, tables, dishwashers, etc.) in order to ensure staff and inmate worker safety (Injury Illness Prevention Program (IIPP)), proper documentation is kept, and equipment stays in service using work orders, environmental health guidelines, scheduled inspections, IIPP guidelines, Hazard Analysis Critical Control Point (HACCP) guidelines, Food and Drug Administration codes, etc. as directed by the DOM.
2.	Supervise staff in the inventories of culinary equipment, non-food supplies (e.g., utensils, chemicals, paper goods, brooms, etc.), and food supplies in order to ensure that food services has adequate resources for its daily operation, deter theft (e.g., tools, supplies, or food), maintain cost control, determine future ordering needs, etc. using inventory forms, knowledge of institution requirements and program needs, DOM, staff input, etc. on a weekly basis.
3.	Train food service staff in order to facilitate daily food production requirements, and ensure that the workers prepare food as instructed with proper equipment and following safety and sanitation (HACCP) procedures, using standardized CDC recipes, training documentation per IIPP, HACCP, Department of Health Services (environmental health) audits, Food and Drug Administration codes, videos and booklets, workshops, etc. as directed by the DOM, FSH, and environmental health regulations.
4.	Maintain order of persons committed to CDC in conjunction with custody staff in order to ensure the safety and security of the institution and the general public, and to prevent escapes and/or injury to themselves or others, using personal awareness, training, institutional work programs, personal alarm devices (PAD), tool control, etc. as required by DOM.
5.	Maintain security of working areas and office machines and supplies (e.g., computers, copy machines, telephones, paperwork, etc.) in order to maintain confidentiality of personal information, control inmate access to communication devices, prevent escapes, prevent fraud, etc. using keys, tool control, passwords, locked file cabinets, etc. as required by Information Security Act and DOM.
6.	Inspect premises in order to ensure safety, sanitation, and security guidelines are being followed and prepare for annual inspections by environmental health/DHS, CDC internal audit team, Health and Safety/OSHA, etc. using IIPP, CCR Title 15, Food and Drug Administration codes, Penal Code, HACCP, etc. on a monthly basis per IIPP and DOM.
7.	Search inmates for contraband, such as weapons, food, illegal drugs, or supplies in order to maintain safety and security of the institution and the public and reduce unnecessary costs, using institutional in-service training, CCR Title 15, personal awareness, communication with staff and inmates, etc. as needed.
8.	Integrate food production in order to comply with the standardized CDC menu plan, and ensure meals are served in a timely manner with proper preparation using weekly menu signed by Correctional Food Manager I or Correctional Food Manager II, CDC's standardized menu plan (e.g., CDC recipes, substitutions, portions, etc.), available inventory and staff, facility program schedules, etc. on a daily basis as directed by the CFM I or CFM II.

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9.	Purchase food, supplies, and equipment in order to ensure adequate inventories for feeding the inmate population three meals a day, preparing medical and/or religious diets, and having sufficient supplies on hand for emergencies/contingency plans (e.g., power outages, lockdown, riots, floods, Joint Mutual Aid/community emergencies, etc.), using Food Management System (FMS) (e.g., current inventories, food services budget, purchasing methods and regulations, standardized forms, etc.) as required by DOM, SAM, and Office of Procurement.
10.	Report inmates' work time to Case Records and Accounting in order to ensure that they are credited for the time worked (e.g., time and pay, excused time off, skill level, duties, etc.) using CDC std. form 101/supervisor's work report, inmate timecards, worksheets, pay sheets, pay scales/position assignments, calculator, mathematical skills, etc. as required by DOM and Inmate Work Training Incentive Program (IWTIP)/CCR Title 15.
11.	Supervise staff receiving, storage, and distribution of food, supplies, and equipment in order to ensure that items are received in the proper amounts as ordered, are in good condition (e.g., correct stamps, dates, temperature, no leaks, etc.), and are stored correctly using HACCP guidelines, Material Safety Data Sheets (MSDS), product specifications, contract specifications, USDA requirements, CURFFL, etc. on a daily basis.
12.	Interview prospective employees in order to maintain necessary staffing levels in the institution's food service program using Personnel policies (e.g., SPB and DPA), applications, interview questions, reference checks, etc. as needed.
13.	Address staff problems by recommending corrective action (e.g., training, counseling, letter of instruction, etc.) in order to correct inappropriate behavior and/or sub-standard performance using CDC's progressive discipline process, knowledge of departmental resources, Employee Assistance Program (EAP), performance appraisal summary (PAS), probation evaluations, staff input/interviews, etc. as needed.
14.	Conduct PAS and probation evaluations in order to provide feedback to staff, determine approval of merit salary adjustments, and have staff set attainable goals using Individual Development Plan (IDP) forms, knowledge of staff performance, supervisory file, personnel policies, personnel file, etc. as directed by bargaining unit contracts, DOM, and DPA.
15.	Review staff timesheets (998s) in order to ensure that staff have correctly accounted for their time worked and time off and will be compensated accordingly using staff timesheets, knowledge of personnel policies, rainbow sheets, Fair Labor Standards Act (FLSA), and FLSA sign-in sheet, etc. on a monthly basis.
16.	Schedule staff work hours in order to provide coverage for all shifts and posts and handle emergencies while following the current bargaining unit agreement using post and bid, duty statements, number of staff needed per shift, Memorandum of Understanding (MOU), vacations/time off, etc. at the direction of management.

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17.	Communicate with department/division heads, custody staff, warehouse staff, Community Resources Manager, Men's/Women's Advisory Councils, and/or outside agencies (California Department of Forestry, sheriff's department, Joint Mutual Aid, DGS Office of Procurement, etc.) in order to respond to emergencies, maintaining current programs, share information about food service program functions, and plan for future needs using communication skills, knowledge of food service department's needs, emergency operation plans, state budget, purchasing and planning skills, etc. as needed.
18.	Plan menus for special holidays, religious diets, emergencies and other situations not covered by the standardized menu in order to provide palatable and adequate meals for the inmates affected by these situations using knowledge of available resources and equipment, knowledge of local preferences and religious diet specifications as needed.